



CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:47

GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee

Thursday, May 3, 2012 – **5:00 p.m.**
1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. *Memorandum & two Special Budgetary Transfer Requests (2012-SBT-33 and -34) from Police Chief*
2. *Review and Recommendations for the Disposition of Real Property for the Maplewood School*
3. *Memorandum and Grant Application and Checklist from CAO re: Essex Heritage Visitor Center Grant*
4. *Communication from Gloucester Rotary Club re: gift of children's wooden stage to be installed on site in the Stage Fort Park playground*
5. *Memorandum from City Auditor re: Auditor's Office Reorganization Request*
6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Donna Compton
Gary Johnstone

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



CITY OF GLOUCESTER

POLICE DEPARTMENT
197 MAIN STREET
GLOUCESTER, MA 01930

To: Jim Duggan, Chief Administrative Officer
From: Chief Mike Lane
Date: April 11, 2012
Re: Request transfer of funds

RECEIVED
APR 12 2012
Mayor's Office

Dear Jim,

The Gloucester Police Dept is seeking to transfer funds from account # 101000.10.211.51100.0000.00.000.00.051 to #101000.10.210.51300.0000.00.000.00.051. This is necessary in order to fully fund the account used to pay Officers who work Fiesta duty. Last year, the Dept spend approximately \$ 32,000 on Gloucester Police Fiesta work. Surpluses in unused salary accounts are available to fund the request.

Additionally, I am requesting the transfer of \$ 10,000. from account the same salary account # 101000.10.211.51100.0000.00.000.00.051 to account # 101000.10.212.51300.0000.00.000.00.051 (Investigations) to fund detectives investigations thru the balance of the year.

I am asking that this letter and request be included in the next Mayors Report for submission to the City Council for referral to the Budget and Finance Subcommittee for their consideration. Please contact me if you have any questions. Thank you.

Sincerely,

Chief Mike Lane

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

 X INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2012-SBT- 33 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____

Police

DATE: 4/11/2012 BALANCE IN ACCOUNT: \$ 39,231.41

(FROM) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

101000.10.211.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

Police-Uniform, Sal/Wage-Perm Pos

Account Description

DETAILED EXPLANATION OF SURPLUS: _____

Death of an officer; Unpaid leave taken by an officer

(TO) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

101000.10.212.51300.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

Police-Investigation, Sal/Wage-Overtime

Account Description

DETAILED ANALYSIS OF NEED(S): Additional funds necessary

TOTAL TRANSFER AMOUNT: \$ 10,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 29,231.41

TO ACCOUNT: \$ 15,650.16

APPROVALS:

DEPT. HEAD: _____

Chief Mike Lane

DATE: 4/11/2012

ADMINISTRATION: _____

Ad. G. Jink

DATE: 4/13/12

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

 X INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2012-SBT: 34 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____

Police

DATE: 4/11/2012 BALANCE IN ACCOUNT: \$ 29,231.41

(FROM) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

101000.10.211.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

Police-Uniform, Sal/Wage-Perm Pos

Account Description

DETAILED EXPLANATION OF SURPLUS: _____

Death of an officer; Unpaid leave taken by an officer

(TO) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

101000.10.210.51300.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

Police-Admin, Sal/Wage-Overtime

Account Description

DETAILED ANALYSIS OF NEED(S): Additional funds necessary

TOTAL TRANSFER AMOUNT: \$ 10,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 19,231.41

TO ACCOUNT: \$ 15,650.16

APPROVALS:

DEPT. HEAD: _____

DATE: 4/11/2012

ADMINISTRATION: _____

DATE: 4/13/12

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Office of the Mayor**

Review and Recommendations for the Disposition of Real Property

TO THE CITY COUNCIL FOR REVIEW, RESTRICTIONS AND APPROVAL

Overview:

Property Location: **Maplewood School, 120 Maplewood Avenue, Gloucester, MA. RFP Number: 12165**

Property Description: **Former School, Map 39, Lot 4 Lot: 20,000 SF Gross Building Area: 27,420 SF**

Method of Disposition: **Sale Land Area: 20,000 SF; Gross Building Area: 27,420 SF**

Public Purpose: **Elderly Housing**

Minimum Bid Requested: **\$100,000**

Assessed Value: **\$1,339,800.00**

Facilities Director:

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

NAME

Facilities Director

DATE

4/12/12

Purchasing Department:

At the request of the Mayor, the Purchasing Department has prepared a Request for Proposals for the disposition of the above property.

NAME

Purchasing Agent

DATE

4/12/12

Office of the Assessor:

At the request of the Mayor, I have reviewed the possible disposition of the above named property and submitted the Property Record.

NAME

City Assessor

DATE

4/12/12

Legal Department:

At the request of the Mayor, the Legal Department has reviewed the attached recommended RFP.

NAME

General Counsel

DATE

4/12/12

Office of the Mayor:

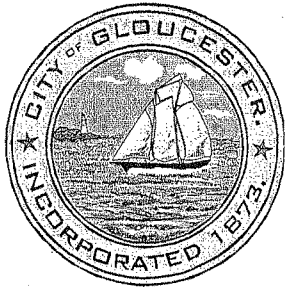
As required by the Gloucester Code of Ordinance, I am submitting my recommendation to the City Council for their approval to dispose of the above property in a Request for Proposal format.

NAME

Mayor

DATE

4/13/12



City of Gloucester

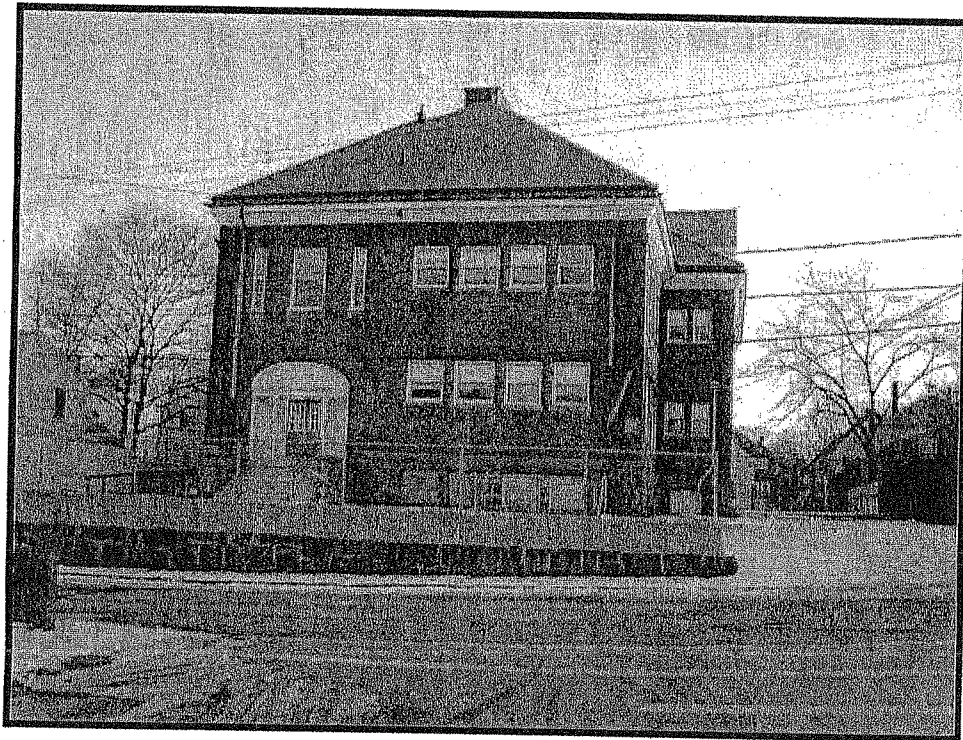
Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, MA 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



Request for Proposals #12165

Disposition by Sale of the Maplewood Avenue School

RFP Available to Proposers:

Date of Property Open House:

RFP Deadline for Submission @ 11:00 am
and Opening Date:



PART I NEWSPAPER ADVERTISING

To: Cape Ann Beacon
From: Donna Compton, Purchasing Agent
Date:

Please run this ad on Friday, and again on Friday,

**CITY OF GLOUCESTER
REQUEST FOR PROPOSALS #12165**

The City of Gloucester is seeking proposals for the purchase of City owned land and building located at 120 Maplewood Ave., shown on assessor's map 39, lot 4. The property is listed as 20,000 SF lot area and 27,420 SF gross building area. The Mayor and the City Council have declared this property available for disposition by sale. Sale of the property is subject to the terms and conditions contained in the RFP. The RFP will be available at the Office of the Purchasing Agent on . Proposals must be received at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than @ 11 a.m.. An Open House is scheduled on @ 10:00 am. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, MA.

**Donna Compton
Purchasing Agent**



PART II SUMMARY INFORMATION REQUIREMENTS FOR PROPOSALS

1. The City of Gloucester will receive sealed proposals for the purchase of the Maplewood Avenue School located at 120 Maplewood Avenue, shown on assessor's map 39, lot 4. at the
Office of the Purchasing Agent
Attn: Donna Compton, Purchasing Agent
9 Dale Avenue, Gloucester, MA 01930
2. On-site Open House Inspection will be held on @ 10:00 am.
3. Property descriptions and other pertinent information is available in Exhibit G, City Assessor's Information. All proposals require a bid deposit in the form of a certified check, made payable to the City of Gloucester in an amount of \$5,000. All proposals must be sealed and submitted to the Purchasing Director at the address above no later than @ 11:00am at which time the proposals will be publicly opened. *Late proposals will not be accepted for any reason.* All proposals must be complete and in compliance with the submission requirements outlined in the RFP.
4. The Mayor and the City Council have declared this property available for disposition by sale to promote the following public purpose:
To provide an elderly housing facility, consisting of 12 one bedroom units.
5. The City of Gloucester reserves the right to reject any and all proposals that do not meet the minimum requirements set forth in the RFP. The City of Gloucester has established a minimum bid price of \$100,000 for the Maplewood Avenue School.
6. **Pit Agreement:** If the successful proposer is a non profit organization that is exempt from real estate taxes, then it shall reach an agreement with the City regarding the valuation and assessment of the real and tangible personal property and enter into a payment in lieu of taxes agreement with the City.

PART III PROPERTY DESCRIPTION

The surplus property is located at 120 Maplewood Ave in Gloucester, MA.
The building was built in the 1890's of brick exterior/ wood frame construction with a slate roof.

The property is approximately 20,000 sq ft. The building has 2 stories and a basement with above grade windows. Electricity was added in the 1920's and upgraded as needed since. Windows were replaced in the 1980's. An access ramp was provided for the first floor for a previous tenant. Rest facilities for both sexes are located on the basement level.

The successful purchaser/developer will need to provide architectural and engineering plans and services for the procurement of a building permit.

1. **Description of Property:**
The property available for disposition is identified as **Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, Massachusetts 01930, Map 39, Lot 4.** For greater detail, please see the assessor's information (Exhibit G).
2. **Conditions of Property**
The property is available for disposition "AS-IS" and the City of Gloucester will not make any improvements or changes to the property as a condition of the sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in-force and applicable to said parcels.
3. **MGL, Chapter 21E**
The City of Gloucester does not warrant that the land parcel available for disposition is free and clear of any contamination as defined by MGL Chapter 21E. The Successful Proposer will assume all costs and responsibilities for any testing and/or removal of any contamination that may be present on the property, and will hold the City harmless for any costs to clean the property of any contamination. The results from such testing shall not be considered grounds to rescind the agreement.
4. **Permits and Approvals**
All costs and responsibilities for obtaining construction permit approval, and releases for any easements, covenants, or any other restriction that may be present on the property will be the responsibility of the Successful Proposer.
5. **Massachusetts Historical Commission:** The Maplewood Avenue School is an MHC listed property and as such any new construction projects or renovations to existing buildings that require funding, licenses, or permits from any state or federal governmental agencies must be reviewed by the Massachusetts Historical Commission (MHC) for impacts to historic and archaeological properties. It is the nature of the federal or state agency involvement that triggers MHC review, not listing in the National or State Registers of Historic Places. A listing in either register does not necessarily require review and likewise, lack of listing does not eliminate the need for review. MHC review is conducted in compliance with both federal and state statutes and regulations.

PART IV MINIMUM CRITERIA/QUALITY REQUIREMENTS MINIMUM CRITERIA

The City of Gloucester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals shall include the following elements to be considered valid for this property sale:

1. **Description of Proposer and Affiliates** (Insert information on Exhibit F)
A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.



2. **Proposer Contact Information** *(Insert information on Exhibit F)*
Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.
3. **Bid Price Sheet** *(Insert information on Exhibit H)*
The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a **minimum bid price of One hundred Thousand Dollars (\$ 100,000.00).**
4. **Deposit** *(Place in sealed envelope with proposal)*
All Proposers must submit a **\$5,000** certified bank check, made payable to the City. The successful proposer's deposit will be credited toward the sale price; while all other proposers will have their deposit returned upon the issuance of a notice of award.
5. **Evidence of Financial Ability** *(Insert information on Exhibit F)*
Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.
6. **Evidence of Proposer Experience** *(Insert information on Exhibit F)*
The City is establishing a quality requirement that a Proposer must have a minimum of **three years** of housing development experience and have completed a minimum of **three** housing construction or renovation projects of \$200,000 or more.
7. **Tax Compliance and Attestation Form** *(Insert information on Exhibit B)*
8. **Certificate of Non Collusion** *(Insert information on Exhibit C)*
9. **Release Regarding Hazardous Waste** *(Insert information on Exhibit D)*
11. **Project Description:** The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.

PART V SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed package clearly labeled with the following:

TITLE: "Proposal for Disposition of Maplewood School #12165
FROM: Name and address of Proposer(s)
TO: City of Gloucester
Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA 01930
DUE: @ 11:00am

ALL PROPOSALS MUST CONTAIN THE FOLLOWING:

1. **Exhibit B**, Tax Compliance & Attestation Statement
2. **Exhibit C**, Certificate of Non Collusion
3. **Exhibit D**, Hazardous Material Release
4. **Exhibit F**, Qualification & Proposal Information
5. **Exhibit I**, Price Proposal Sheet
6. **Deposit:** All Proposers must submit a deposit in the form of a certified bank check in the amount of **\$5,000** as part of their proposal. The check should be made out to the City of Gloucester. If the City chooses to sell the property to the successful Proposer, the Proposer's deposit will be nonrefundable and will be applied to the purchase price. A deposit received from a Proposer that was not accepted will be returned to the Proposer within five (5) business days after the City has determined the successful Proposal.

COMPARATIVE EVALUATION CRITERIA

General: The City reserves the right to award the contract to the most advantageous proposal, taking into consideration both technical and fee aspects of the proposals submitted and shall not be required to award to the firm submitting the highest price proposal. Technical proposals will be scored based on the criteria listed below. The Proposers shall be ranked in accordance with the following selection criteria and its associated weight as follows:

Highly Advantageous	Advantageous	Not Advantageous	Not Acceptable
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COMPLETENESS OF PROPOSAL

Rating	COMPLETENESS OF PROPOSAL
Highly Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP
Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP with minor informalities.
Not Advantageous	Quality Requirements, Questionnaire, Comparative Criteria and forms submitted incomplete and not in the form requested in the RFP

Rating	YEARS OF RELATED EXPERIENCE
Highly Advantageous	Proposers with more than ten years of related experience
Advantageous	Proposers with more than five, but less than ten years of related experience
Not Advantageous	Proposers with more than one but less than five years of related experience
Not Acceptable	Proposers with less than one year of related experience

PART VI CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to the sale of the property described within this RFP:

1. The City's Responsibility:

- The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)

2. The Successful Proposer's Responsibility:

- The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- The Successful Proposer agrees to purchase the property **"AS-IS"**.
- The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award. The deposit of the successful proposer will be credited against the bid price.
- The Successful Proposer agrees to remit the full bid price minus the \$5,000 deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award.
- The Successful Proposer understands that if they fail to complete the Purchase and Sales Agreement within **forty five (45)** days or fails to complete the sales agreement and closing within **Ninety (90)** days, the City shall revoke the notice of award and retain all moneys received as liquid damages.

PART VII MISCELLANEOUS

1. Amendments/Modifications to Proposals

The Proposer may at any time prior to the deadline for submission of the Proposals, amend or modify a Proposal by submitting the amendment/modification to the address specified in Part V of the RFP, in a sealed package and clearly marked with the following information:

TITLE: "RFP 12165, Proposal for Disposition by Sale of Maplewood School"
FROM: Name and address of Proposer(s)
TO: City of Gloucester, Office of the Purchasing Agent
9 Dale Avenue, Gloucester, MA 01930
DUE: @ 11:00 am

2. Withdrawal of Proposals

Any Proposer may withdraw its Proposal at any time prior to the deadline established in this RFP. The Proposer wishing to withdraw a proposal must provide a written authorization and or acknowledgment that he or she is withdrawing the Proposal and the City of Gloucester is held harmless from any responsibility as a result of the Proposal withdrawal.

3. Rejection of Proposals

The City of Gloucester reserves the right to reject any or all proposals. The City has established a minimum bid price of \$100,000.

4. Authorization to Sell

All proposers are hereby notified that property described herein has been declared surplus property by the Gloucester City Council with the authorization to issue a Request for Proposals with conditions.

5. Addendum

Any addendum to the RFP will be sent by mail or fax to those proposers who have registered with the Office of the Purchasing Agent and received a copy of the RFP. The City will not be responsible for notifying anyone who received a copy of the RFP from any



other source. If it is not possible to notify all parties who received an RFP prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.

6. **Conditions**

Submission of a proposal in response to this RFP constitutes an agreement by Proposer and any and all grantees in any subsequent deed from the City to be bound by and comply with all provisions of the entire RFP, including the following conditions, which shall survive the execution and acceptance of a deed of the subject property.

- a. That the property in question, whether occupied or not shall be in compliance with any and applicable Building, Sanitary and Health Codes by the Successful Proposer.
- b. That upon conveyance, the deed and any other documents or plans relevant to the closing shall be recorded at the Successful Proposer expense in the Registry of Deeds.
- c. That the Successful Proposer shall also pay for any documentary tax stamps, as may be applicable to the sale of this property.
- d. That the Successful Proposer has paid all taxes as may be due in compliance with MGL, Chapter 62, Section 49A as amended. *See copy attached marked as Exhibit B.*
- e. That the Successful Proposer must comply with, execute, and include with the proposal the affidavit of compliance with the provisions of MGL, Chapter 7, Section 40J. *See copy attached marked Exhibit A.*
- f. That a failure by the Successful Proposer of the subject property, to comply with any provision or condition hereof shall, at the option of the City require that the Successful Proposer and any and all grantees shall re-convey the subject property to the City of Gloucester for the same price which Proposer paid for the acquisition thereof. This condition shall be applicable for four (4) years after the closing.
- g. That the Proposer has not relied upon any representations by the City regarding the presence of any hazardous materials on the property, and holds the City harmless from any and all liability for the same. *See copy hereto attached marked Exhibit D.*



EXHIBIT A MGL, CH. 7, SEC. 40J, CERTIFICATION REGARDING DISCLOSURE OF BENEFICIAL INTEREST STATEMENT
SUCCESSFUL PROPOSER ONLY

SUCCESSFUL PROPOSER DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE

MGLc 7, S 40J, requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected bidder's disclosure of beneficial interests must be filed with the Commissioner of the Division of Capital Asset Management (DCAM). No contract to lease or sell property is valid until the buyer or lessee files this form with DCAM. A form for this purpose is attached. An updated disclosure form must be filed within 30 days of any change in beneficial interests during the lease term.

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction:
2. Complete legal description of the property:

City of Gloucester, MA.
Maplewood School
120 Maplewood Avenue
Gloucester, MA 01930
Assessor's Map 39, Lot 4
Lease: N/A

3. Type of transaction: **Sale: Yes**

4. Seller: Lessor: N/A
5. Purchaser: Lessee: N/A

City of Gloucester, Ma.

6. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name

Address

_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name

Title or Position

_____	_____
_____	_____

5. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature: _____

Printed name: _____

Title: _____

Date: _____



Exhibit B

TAX COMPLIANCE & ATTESTATION STATEMENT

IF A CORPORATION:

State in which Incorporated _____
President _____
Treasurer _____
Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section 7, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

Name	Address	City	State/Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

Name	Address	City	State/Zip
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

Name of Firm	Business Address
_____	_____

Name of Individual	Address	City	State/Zip
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to M.G.L. c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No.

Signature of Individual or Corporate Name

Corporate Officer (If Applicable)

By: _____

EXHIBIT C

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____

Address: _____

By: _____

(Signature of person authorized to sign this bid)

Title: _____

Telephone _____

The City reserves the right to reject any and all bids or to accept the bid deemed in the best interest of the City of Gloucester, MA.

EXHIBIT D

HAZARDOUS MATERIALS RELEASE ("Hold Harmless" Agreement)

RELEASE REGARDING HAZARDOUS MATERIALS

Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, MA 01930

The City assumes no liability for any release of hazardous materials on the property. The Proposer has not relied upon any representations by the City with respect to hazardous materials, except to the extent disclosed herein.

The Proposer agrees to release and hold harmless the City of Gloucester from any liability arising out of any hazardous materials that may be present on the property.

Proposer _____

Date: _____

EXHIBIT E

PURCHASE & SALE AGREEMENT - DOCUMENT WILL BE SUPPLIED TO SUCCESSFUL PROPOSER



EXHIBIT F

QUALIFICATION INFORMATION QUESTIONNAIRE

RFP No: 12165 Disposition by Sale of 120 Maplewood Avenue, Gloucester, MA.

Name of Proposer - Firm/Individual:

Address:

Type of Organization

(Proprietorship, Partnership, Corporation, etc.)

Year Established:

FID No.:

Tel.

Name & Title of Principal to contact

Principal contact's Tel. No.

Fax No.

Principal contact's email address

List of Partners

Name & Title

Telephone

Role in Proposal

Key Persons, Specialists and Individuals in your firm to be assigned to this project:

Name & Title

Mass Reg. No.

Discipline/Project Role

Key Persons, Specialists, Individuals in consultant firm to be assigned to this project:

Name & Title

Mass Reg. No.

Discipline/Project Role

Recent Projects Best Illustrating Qualifications for this Project: (additional information may be attached).

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	



Evidence of Financial Ability (additional information or reports may be attached).

Evidence of proposed sources of funds and financing clearly demonstrates financial ability to acquire and develop the property.
Proposer clearly identifies sources and uses of funds.

Financial Information (List and attach information)

Financial statements of proposed Buyer or affiliates. Letters of interest from lenders and lender references indicate level of financing proposed by each source.

Site Development Proposal (additional information or reports may be attached).

Proposed development with cost estimates.

Site Development Schedule (additional information may be attached).

Proposed/estimated completion schedule for development.



EXHIBIT H

PRICE PROPOSAL SHEET

RFP 12165

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "non-responsive" and their proposal may be rejected without further consideration

PRICE PROPOSAL

Location	Total Bid Price
Maplewood School, 120 Maplewood Avenue - AWARD LINE	

METHOD OF AWARD:

The City of Gloucester will review all proposals submitted for full compliance with the requirements contained in RFP #12165. The City's objective is to award an agreement to the responsive and responsible Proposer who is in full compliance with the requirements of the RFP and who submits the highest bid price. The highest bid must meet or exceed the minimum bid set by the City Council.

The following terms and conditions shall apply to the sale of the property described within this RFP:

3. The City's Responsibility:

- The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)

4. The Successful Proposer's Responsibility:

- The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- The Successful Proposer agrees to purchase the property **"AS-IS"**.
- The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award. The deposit of the successful proposer will be credited against the bid price.
- The Successful Proposer agrees to remit the full bid-price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award.
- The Successful Proposer understands that If they fail to complete the Purchase and Sales Agreement within **forty five (45)** days or fails to complete the sales agreement and closing within **Ninety (90)** days, the City shall revoke the notice of award and retain all moneys received as liquid damages.

BIDDERS SIGNATURE:

I understand the terms and conditions contained in RFP 12165 and in accordance submit this bid.

Signature of proposer or authorized agent Print or type name of proposer Title

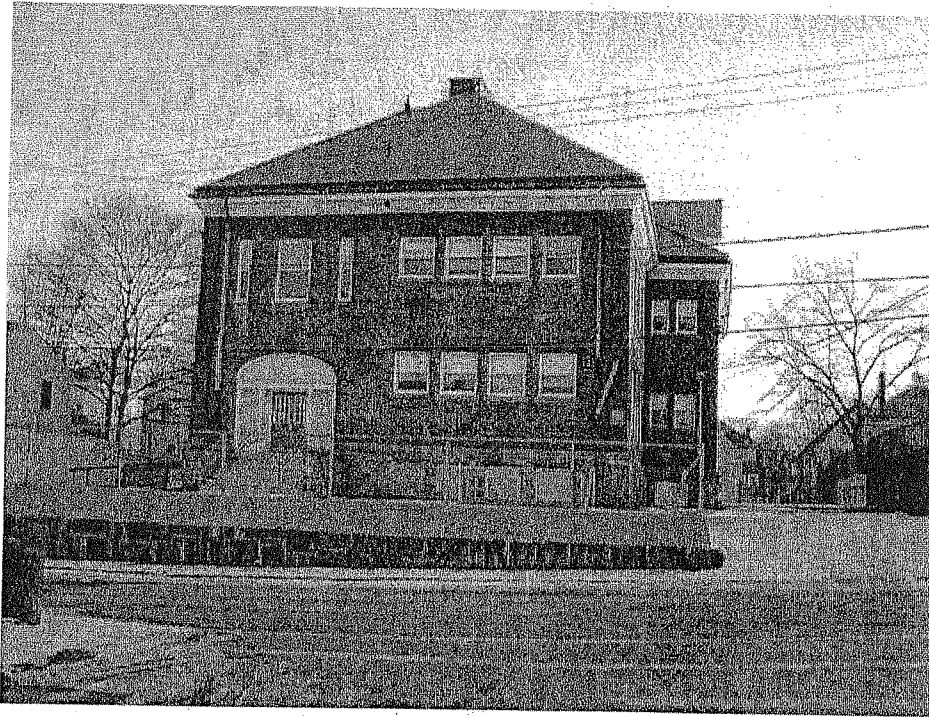
Name of Business Business Address

Telephone Fax

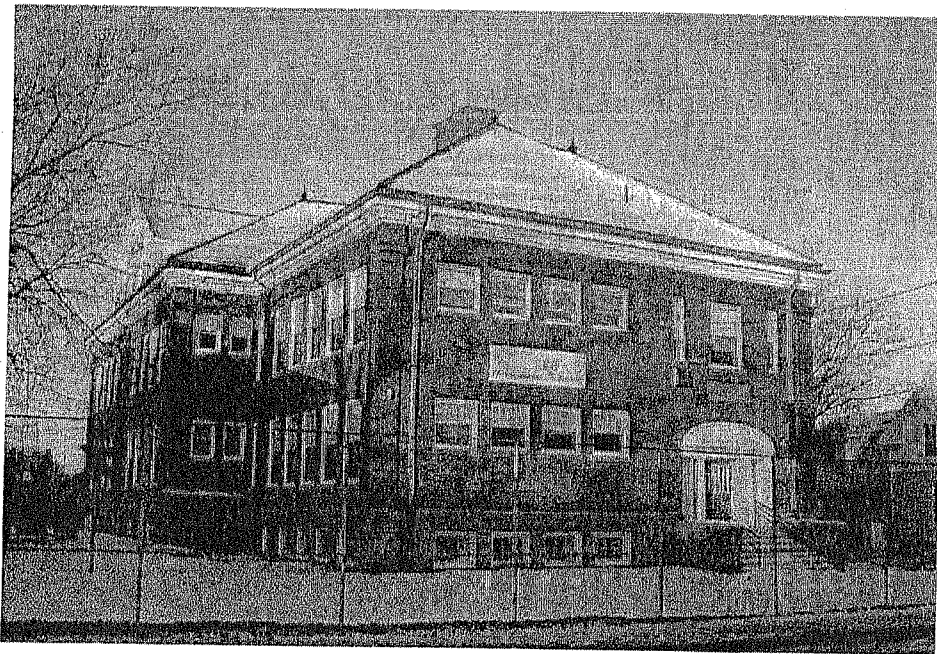


EXHIBIT G

ASSESSOR'S INFORMATION



View from Acacia Street



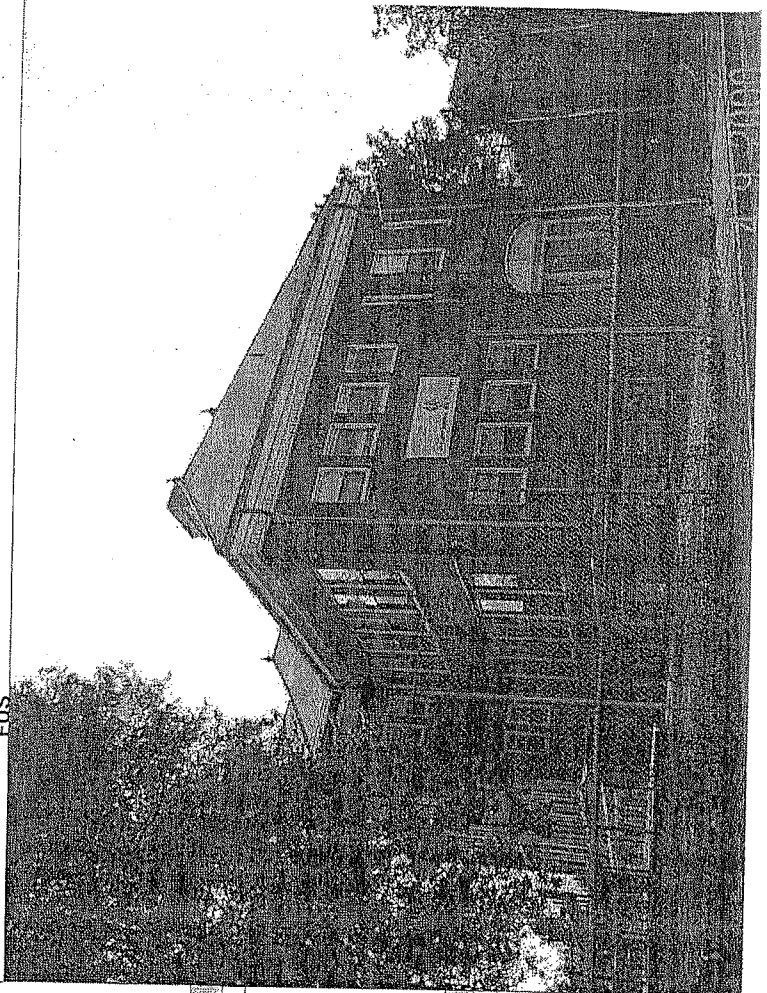
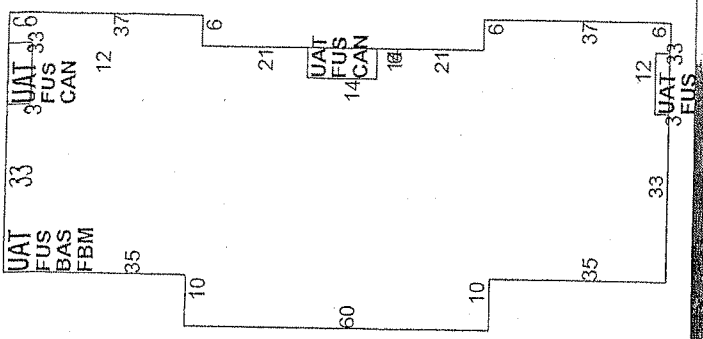
View from Maplewood Avenue

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd	Ch	Description	Element	Cd	Ch	Description
Style	83		Schools-Public				
Model	94		Commercial				
Grade	04		Average +10				
Stories	2						
Occupancy	1						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2							
Roof Structure	03		Gable/Hip				
Roof Cover	11		Slate				
Interior Wall 1	03		Plastered				
Interior Wall 2							
Interior Floor 1	05		Vinyl				
Interior Floor 2	12		Hardwood				
Heating Fuel	02		Oil				
Heating Type	05		Hot Water				
AC Type	01		None				
Bldg Use	9340		MUN EDU IMP				
Total Rooms							
Total Bedrms							
Total Baths							
Heat/AC	00		NONE				
Frame Type	03		MASONRY				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	05		SUS-CEIL & WL				
Rooms/Ptns	02		AVERAGE				
Wall Height	10						
% Conn Wall	0						

OB-OUTBUILDING & YARD ITEMS(C) / XI-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Description	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
SHD1	SHED FRAME			L	32	8.00	1990		0		100	300
SHD1	SHED FRAME			L	84	8.00	1992		0		100	700

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value
BAS	First Floor	6,738	6,738	6,738	127.69	860,362
CAN	Canopy	0	156	31	25.37	3,958
FBM	Basement, Finished	0	6,738	4,717	89.39	602,304
FUS	Upper Story, Finished	6,894	6,894	6,894	127.69	880,281
UAT	Attic, Unfinished	0	6,894	689	12.76	87,977

		13,632	27,420	19,069		2,434,882
Totl Gross Fin/Unfin Area						



City Hall
Nine Dale Ave
Gloucester, MA 01930




TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

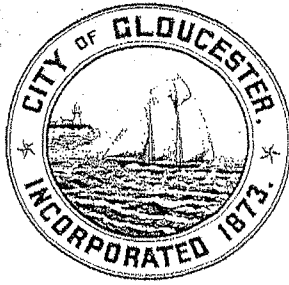
Date: April 13, 2012

Re: **Essex Heritage Visitor Center Grant**

Attached for your information is a grant application submitted to the Essex National Heritage Commission to support promotional material and activities for the volunteers at the Welcoming Center to familiarize themselves with the beautiful sights, museums, restaurants, shopping, motels and beaches of Gloucester.

Please refer this matter to Budget and Finance for their review and recommendation to the full City Council.

Thank you.



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal ☒ Other _____

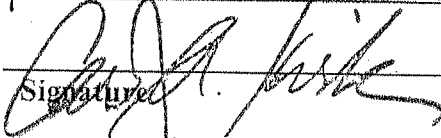
Name of Grant: ESSEX HERITAGE VISITOR CENTER GRANT

Department Applying for Grant: MAYOR'S OFFICE

Agency-Federal or State application is requested from: NATIONAL PARK SERVICE

Object of the application: VOLUNTEER SUPPORT & PROMOTIONAL MATERIAL

Any match requirements: YES - MINIMUM OF \$2,500 IN TOURISM BUDGET (FY 12)

Mayor's approval to proceed:  4/13/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



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To remove this notice, visit:

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

March 29, 2012

Ms. Susan Litman
Essex National Heritage Area
221 Essex Street, Suite 41
Salem, Massachusetts 01970

Re: Essex Heritage Visitor Center Grant – 2012 Season

Dear Ms. Litman,

The City of Gloucester is pleased to submit an application for the Essex Heritage Visitor Center Grant funded, by the National Park Service through the Essex National Heritage Commission.

The grant will assist the city's Welcoming Center Coordinator in coordinating a bus tour for all the volunteers to familiarize themselves with the beautiful sights, museums, restaurants, shopping, motels and beaches of Gloucester. Furthermore, the grant will assist in printing brochures to display at events and promotional material for a window display at our Welcoming Center located at Stage Fort Park of all the books written about Gloucester.

Thank you very much for this wonderful opportunity to help us share our beautiful city with all those who visit.

Sincerely,

James A. Duggan
Chief Administrative Officer

Volunteer List

1. Begley, Peter
2. Bell, Jan
3. Bergmann, Virginia
4. Blitz, Bernice
5. Brigham, Anthea
6. Callahan, Maryellen
7. Chamberlin, Donna
8. Chandler, Lin
9. Cohen, Ginny
10. Cole, Jaxqui
11. Collins, Josiane
12. Curry Sally
13. Delaney, Charlene
14. Dexter, Steve
15. Diedrich, Winnifred
16. Dow, Laura
17. Gauthier, Rachel
18. Gilson, Kathie
19. Gold, Roz
20. Goodall, susan
21. Hansaon, Ed
22. Hendrickson, Cindy
23. Letendre, Anne
24. Lycett, Lorraine
25. Marrei, Harriet
26. Malloy, Maureen
27. McNeill, Carol
28. Mineo, Loretta
29. Mineo, Mike
30. Moody, Rauni
31. Morgan, Wendy
32. Morrow, John
33. Nash, Amanda
34. O'Hara, Alfreda
35. Payne, Kari
36. Segall, Rosie
37. Sanborn, Milly
38. Usewick, Diane
39. Young, Ester
40. Zafram, Lisa

City of Gloucester, Final Expense Budget Report, FY2012
City Council budget as voted

101000 General Fund

Dept. 563 Tourist Commission

Personnel Expenses		FY10 As Voted	FY11 As Voted	FY12 As Voted
51100	Salaries/Wages - Full Time			
51200	SALWAGE-TEMP POS	\$1	\$0	\$0
	Total for 101000.10.563.51100.0000.00.000.00.051			
51400	SALWAGE-LONGEVITY	Temp Clerk \$1	0.25 FTE \$10,000	\$10,000 \$10,000
	Total for 101000.10.563.51400.0000.00.000.00.051	\$0	\$0	\$0
	Total for Personnel Expenses	\$2	\$10,000	\$10,000
Ordinary Expenses				
52180	PURCHACED GOODS/SERVICES			
53500	Purchased Services	Phone and internet services \$2,850		\$1,500 \$1,500
54210	OFFICE SUPPLIES			
54890	SIGNS & MAPS			
57300	Dues & Memberships			
57310	TOURIST COMM, OTHER CHARGES & EXP, MARKETING/SPEC			
	Total for 101000.10.563.52180.0000.00.000.00.052			
	Total for 101000.10.563.53500.0000.00.000.00.052	\$28,000		\$3,000 \$2,000 \$29,000 \$34,000
	Total for 101000.10.563.54210.0000.00.000.00.054	\$1	\$1	\$0
	Total for 101000.10.563.54890.0000.00.000.00.054	\$1	\$1	\$0
	Total for 101000.10.563.57300.0000.00.000.00.057	\$1	\$1	\$0
	Total for 101000.10.563.57310.0000.00.000.00.057	\$30,854	\$20,854	\$35,500
	Total for Ordinary Expenses	\$30,856	\$30,854	\$45,500
	Total for Department 563			

**Memorandum of Understanding
Between the Essex National Heritage Commission and
Visitor Centers/Heritage Information Sites**

This letter is to confirm our understanding that the City of Gloucester
(ORGANIZATION NAME HERE)
is designated an Essex National Heritage Area Visitor Center (VC)/Heritage Information Site (HIS) by the Essex National Heritage Commission (ENHC), and as such will adhere to the following conditions:

I. The following are requirements that are expected from all Visitor Centers and Heritage Information Sites:

- A. ENHC information requirements for VC/HIS Staff/Volunteers:
- VC/HIS staff/volunteers must be able to provide general information on Essex National Heritage Area
 - VC/HIS staff/volunteers must be able to provide information about the Essex National Heritage Area for free - without requiring the visitor to pay an entrance fee into the site
 - VC/HIS staff/volunteers must be able to provide information on the sites and resources within your cluster, and directions to these sites
 - VC/HIS staff/volunteers must collect visitor data, and share visitation data with ENHA on a monthly basis.
 - VC/HIS staff/volunteers must be able to provide directions to other VC/HIS in the Essex National Heritage Area.
 - VC/HIS staff/volunteers must be able to provide a general idea of resources in other VC/HIS clusters, and have access to that information.
 - VC/HIS staff/volunteers should be able to provide some general information on services such as restaurants and hotels, B&Bs and inns in the immediate area.
- B. ENHC VC/HIS Relationship Requirements:
- Area visitor centers must display all materials provided by the ENHC
 - Area visitor centers must distribute all materials provided by the ENHC

II. The following are ENHA goals for all Visitor Centers/Heritage Information Sites:

- Open to the public 6-7 days per week including both weekend days for at least 7 months per year April through October, with hours of operation posted prominently on the entrance
- Has access to public bathrooms - either in the facility or has made arrangements for free bathrooms in the immediate vicinity.
- Has a pay phone on the premise or has clear information on the nearest public phone.
- Parking for the visitor center should be clearly marked.
- Handicapped Accessible

III. Please provide details regarding the current status of the visitor center:

- A. Your hours of operation 5/31 - 10/15; 7 days a week 9 AM to 6 PM
- B. Do you have a restroom for public use on site? Yes
- If not, where do you provide access to restrooms? _____
 - Is this restroom location accessible all the hours that your VC/HIS is open? Yes
- C. Do you have a telephone for public use on site? Yes
- If not, where do you provide access to telephone? _____
 - Is this telephone location accessible all the hours that your VC/HIS is open? Yes
- D. Where is parking for the visitor center? On site
- Is parking free? Yes
- E. Is the visitor center handicapped accessible? Yes
- If not, are there any plans to make your building handicapped accessible? _____

IV. What is your current strategy and timeline for meeting the above mentioned goals? (Attach your strategy on a separate page)

I have been authorized by the appropriate governing body to hereby agree to the terms and conditions set forth in this memorandum of understanding.

NAME

City of Gloucester

ORGANIZATION NAME

DATE

3/29/2012



ROTARY INTERNATIONAL
ROTARY CLUB OF GLOUCESTER FOUNDATION, INC.
P.O. Box 1228, Gloucester, Massachusetts 01930

CITY CLERK
GLOUCESTER, MA
12 APR 17 PM 12:07

4/16/12

City Council President Jackie Hardy
9 Dale Ave.
Gloucester, Ma 01930

Dear Councilor Hardy,

On behalf of the Gloucester Rotary Club, it gives me great pleasure to gift the City of Gloucester with a children's wooden stage to be installed on site in the Stage Fort Park playground area (dimensions and location attached), a value of approx. \$3500.00 delivered and installed by Rotarians.

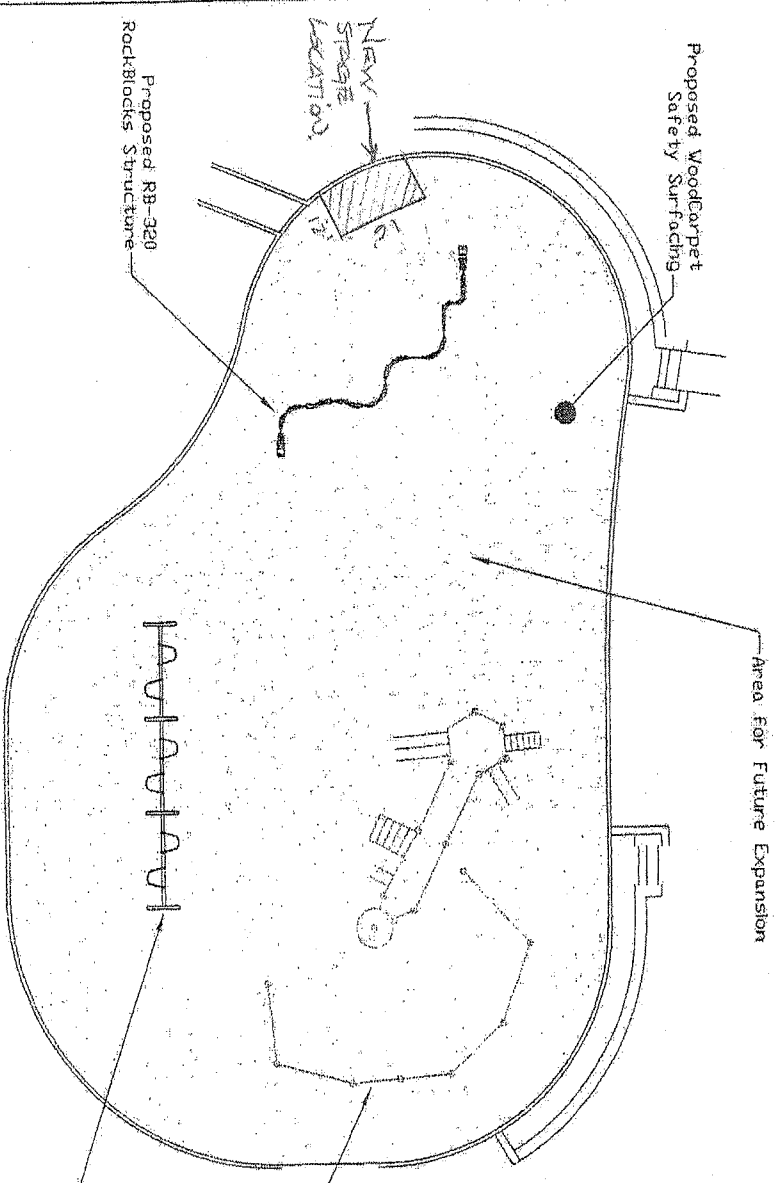
With the above donation, the Gloucester Rotary Club has made an investment of over \$195,000.00 to the Stage Fort Park playground, and we as a club are proud to have assumed a stewardship role over the playground for the past nine years.

We Rotarians feel that this project has bridged numerous generations and helped bring our community together as one, to fully enjoy one of Gloucester's crown jewels.

The Gloucester Rotary Club's Stage Fort Park Playground Project is an investment in civic pride, community spirit, and ultimately a better Gloucester to live, work or visit.

Sincerely,

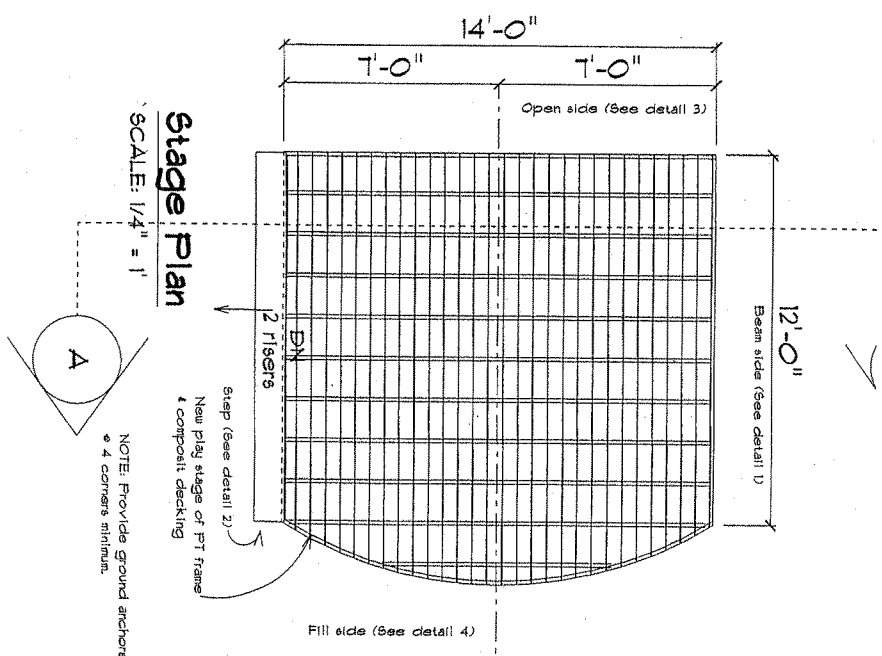

Steven P. Kaity
Past President/Committee Chair



NOTES:

1. Design is the property of UtiPlay and may not be reproduced in any way without express, written permission.
2. Locations of existing structures and site features are approximate and should not be considered as legal survey. Field verification needed prior to final design.
3. All components and equipment would be as manufactured by Playworld Systems Inc.
4. Dig State to be contacted by Owner prior to commencement of construction activities.
5. Site preparation to be completed by others.
6. Demolition and removal of existing structures to be completed by others prior to build.

Project Name/Location				Revised Playground Design: Option A		Playgrounds By		UtiPlay	
Stage Fort Park / Gloucester, MA									
DATE	SCALE	DESIGNER	FILE NAME	REVISION NO. & DATE					
03/17/06		MLP	0632910.dwg	R1:03/20/06					
					UtiPlay Parks & Playgrounds, Inc.				
					P.O. Box 374, Uxbridge, Massachusetts 01569				
					Toll Free: 888-576-PLAY / Phone: 508-634-1487 / Fax: 508-634-0848				

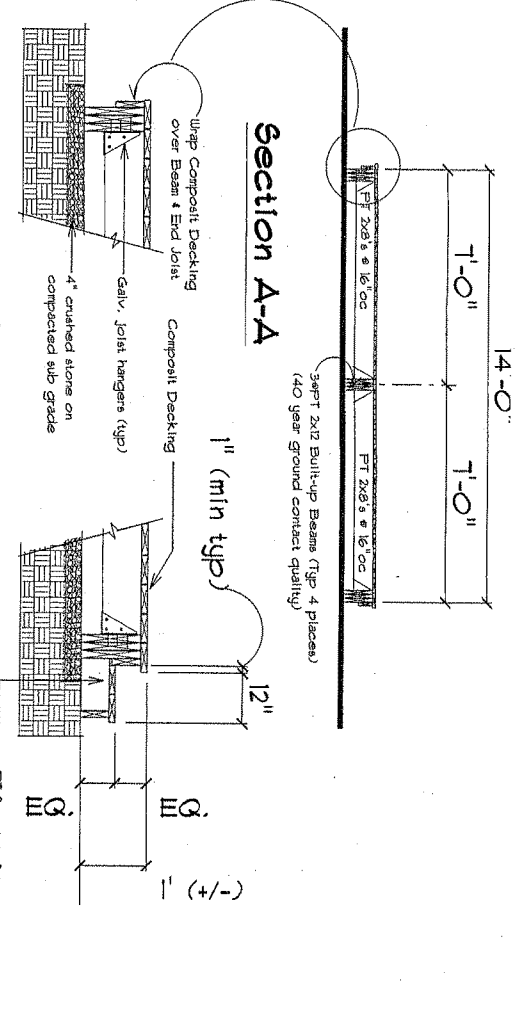


Stage Plan

SCALE: 1/4" = 1'

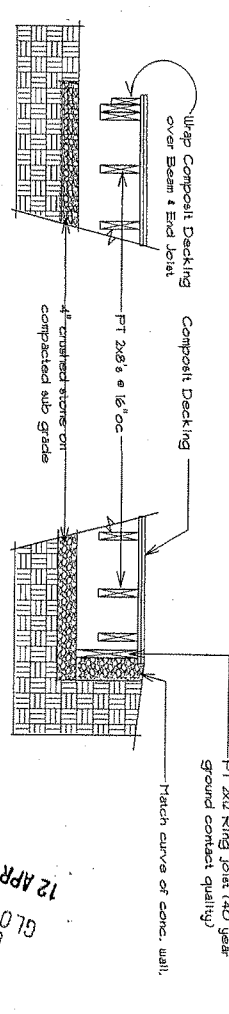
STAGE FOR TOT-LOT AT
STARK FORT PARK GLOUCESTER, MA

Section A-A



Detail 1

Detail 2

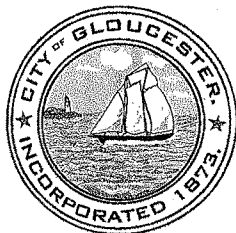


Detail 3

Detail 4

12 APR 17 PM 12:07
CITY CLERK
GLOUCESTER, MA

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9730
FAX 978 281 8472

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

CITY CLERK
GLOUCESTER, MA
12 APR 19 AM 10:59

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor *KC*
RE: Auditor's Office Reorganization Request
Date: April 13, 2012

The last two years, I have observed and assessed the efficiencies of the Auditor's Office. The Office is presently conducting business very efficiently and effectively with the 4 member team as currently constructed. My staff has implemented the changes I proposed to various policies and procedures including the revised Auditor's Grant Application & Checklist, new journal entry form, new inter-departmental reimbursement form, revised Year-end memo and new documentation policy for reimbursement of meals and travel. The balance sheet package that includes the ability to close the City's books is submitted each fall to the Massachusetts Department of Revenue for the City's certification of "Free Cash" is currently being prepared in-house as it has been outsourced in the past. Additionally, the City's Schedule A Report that is required by the Massachusetts Department of Revenue each year is currently being prepared in-house as it has been outsourced in the past. The ability to close the City's books and prepare financial reporting in-house is a cost savings and knowledge that stays with the City. I have promoted training and cross training within my office the last two years. My staff has gained a significant amount of knowledge in municipal finance in which is an investment to the City.

A major part of the reorganization request is the proposal of a new position to be named Grants Compliance Manager. The Grants Compliance Manager position would report directly to the City Auditor. The Grants Compliance Manager's role is to ensure the City is in Federal and State grant compliance in accordance with OMB Circulars A-133, A-87 and State requirements. This position is a management recommendation made by our external auditing firm. Our external auditors' have reported 70 federal grant findings over the last 3 years. The City's current structure places the responsibility of administering the grants at the Department level. I propose through the direction of the City Auditor, that the Grants Compliance Manager provide assistance to Departments to adhere with applicable compliance requirements of federal and state grants. The City is at risk if federal agencies require the City to repay monies related to questioned costs related to the auditors' grant report. Additionally, federal agencies may refuse to award grants to the City in the future due to non-compliance of internal controls related to the federal awards programs.

I recommend that the City issue a Comprehensive Annual Financial Report (CAFR) set forth with the reporting requirements of the Government Financial Officers Association. The City would receive a Certificate of Achievement for Excellence in financial reporting. The CAFR is a nationally recognized financial report and is viewed very favorable by Moody's rating agency. Only a handful of communities in Massachusetts issue a CAFR, which includes the Towns of Wellesley and Andover and Cities of Newton and Chelsea. I would like to encourage the City to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure.

I have increased the responsibilities of the Assistant City Auditor during my tenure as City Auditor. The Assistant City Auditor position is responsible for the Auditor's Office in my absence. Performs all duties of the City Auditor in his or her absence including the approval of the weekly warrant under the provisions of Massachusetts General Laws Chapter 41, Section 49A. The increased responsibilities are necessary to increase the efficiency of the office. The Assistant Auditor is responsible to prepare the balance sheet and Department of Revenue's reporting package for the City's yearly certification of "Free Cash." Assist the City Auditor with the preparation of the City's Tax Recapitulation report that is submitted annually to the Massachusetts Department of Revenue for approval. Prepare Schedule A Report with the guidelines set forth by the Department of Revenue. Review and provide guidance with the School Department's Annual End-of-Year Financial Report. Prepare 1099 reporting in accordance with Internal Revenue Service regulations. The above items and other responsibilities have been added to the Assistant City Auditor. Additionally, the Assistant City Auditor position has not been reviewed in over ten years.

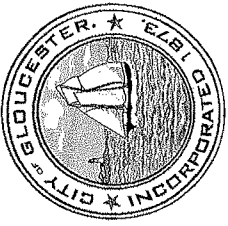
I have increased the responsibilities of the General Ledger Accountant during my tenure as City Auditor. The General Ledger Accountant assists the Assistant City Auditor with maintaining the general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS). Prepare a reconciliation schedule for Chapter 90 projects between the General Ledger, Department of Public Works and Massachusetts Department of Transportation. Reviews all Massachusetts School Building Authority (MSBA) Gloucester School Projects and reconciles budgets to the general ledger; additionally prepares City reimbursement packages for submittal to MSBA. Budgets are now input into the system to track project budgets. This is a great tool to prevent deficit spending. The General Ledger Accountant plays an integral role to prevent deficit spending in grants, capital projects and other funds. Prepares requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Gloucester Cultural Council. The above items and other responsibilities have been added to the General Ledger Accountant.

I have increased the responsibilities of the Account Specialist during my tenure as City Auditor. The Account Specialist audits both City and School payroll for availability of funds in each department's accounts. The preparation of a warrant to pay Gloucester's Non-Contributory Retirees. The Account Specialist manages the City contract book for the Auditor's Office. Also, prepares the budget entries for ordinary budget transfers.

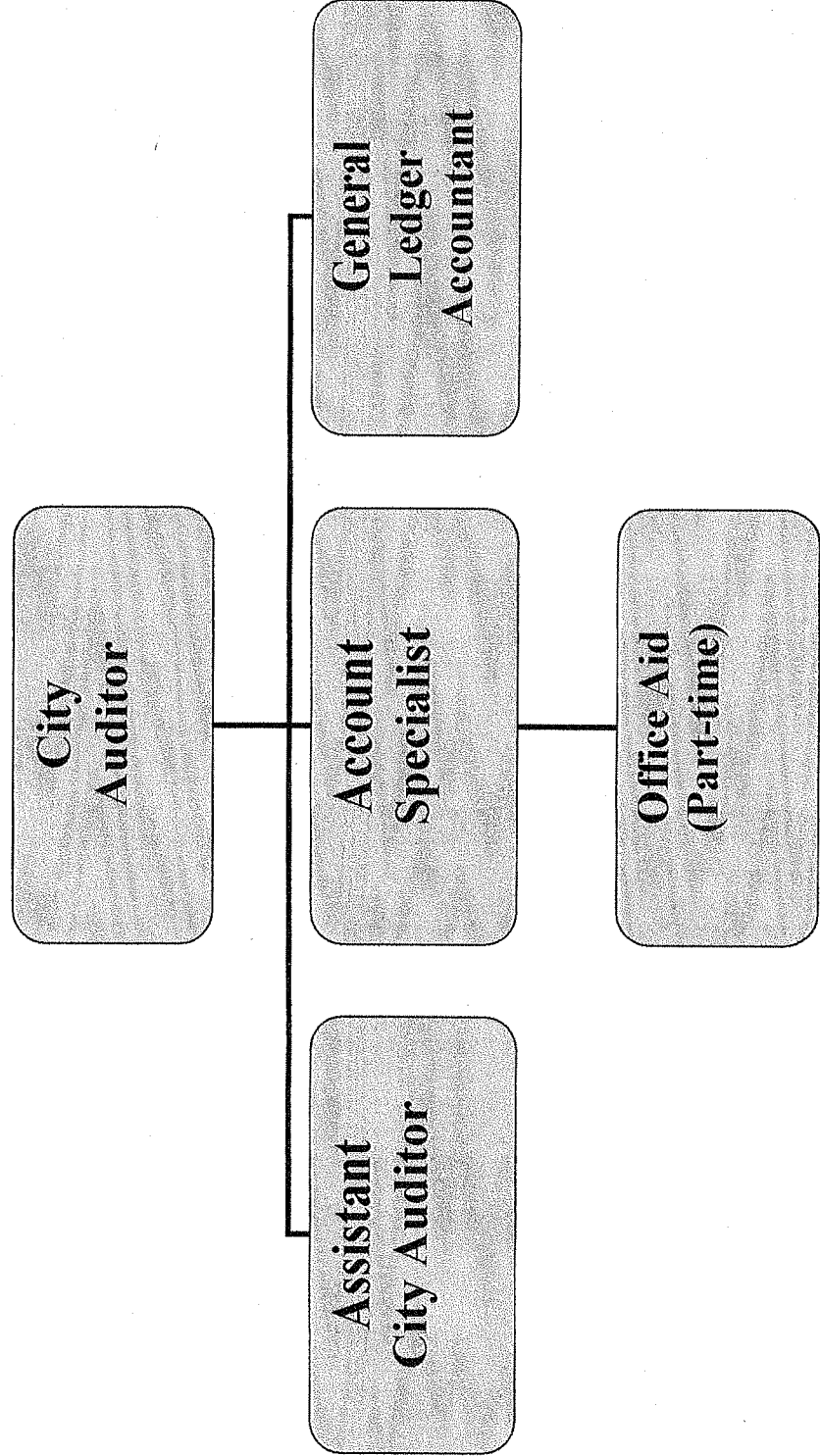
Prepares Gloucester's Non-Contributory Retiree's State Reporting with the guidelines set forth by the Massachusetts State Retirement Board. Posts Revenue Sense deposits to the general ledger and investigates any discrepancies. The above items and other responsibilities have been added to the Account Specialist.

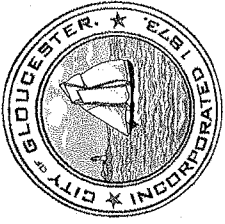
The Grants Compliance Manager is a new proposed position to the City. This position has been highly recommended by our external auditing firm. Under the direction of the City Auditor, the Grants Compliance Manager shall perform responsible duties in Federal and State grant compliance in accordance with OMB Circular A-133, A-87 and State grant requirements. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and Federal and State law. The position will monitor compliance with grant terms and conditions of applicable federal, state and local rules and regulations. In the last three fiscal year audits, our external auditors have reported 70 federal grant findings in their Reports on Internal Control Over Financial Reporting, Compliance and Federal Awards Programs.

I respectfully request that the Auditor's Office reorganization plan be presented to the City Council and Sub-committee for consideration.



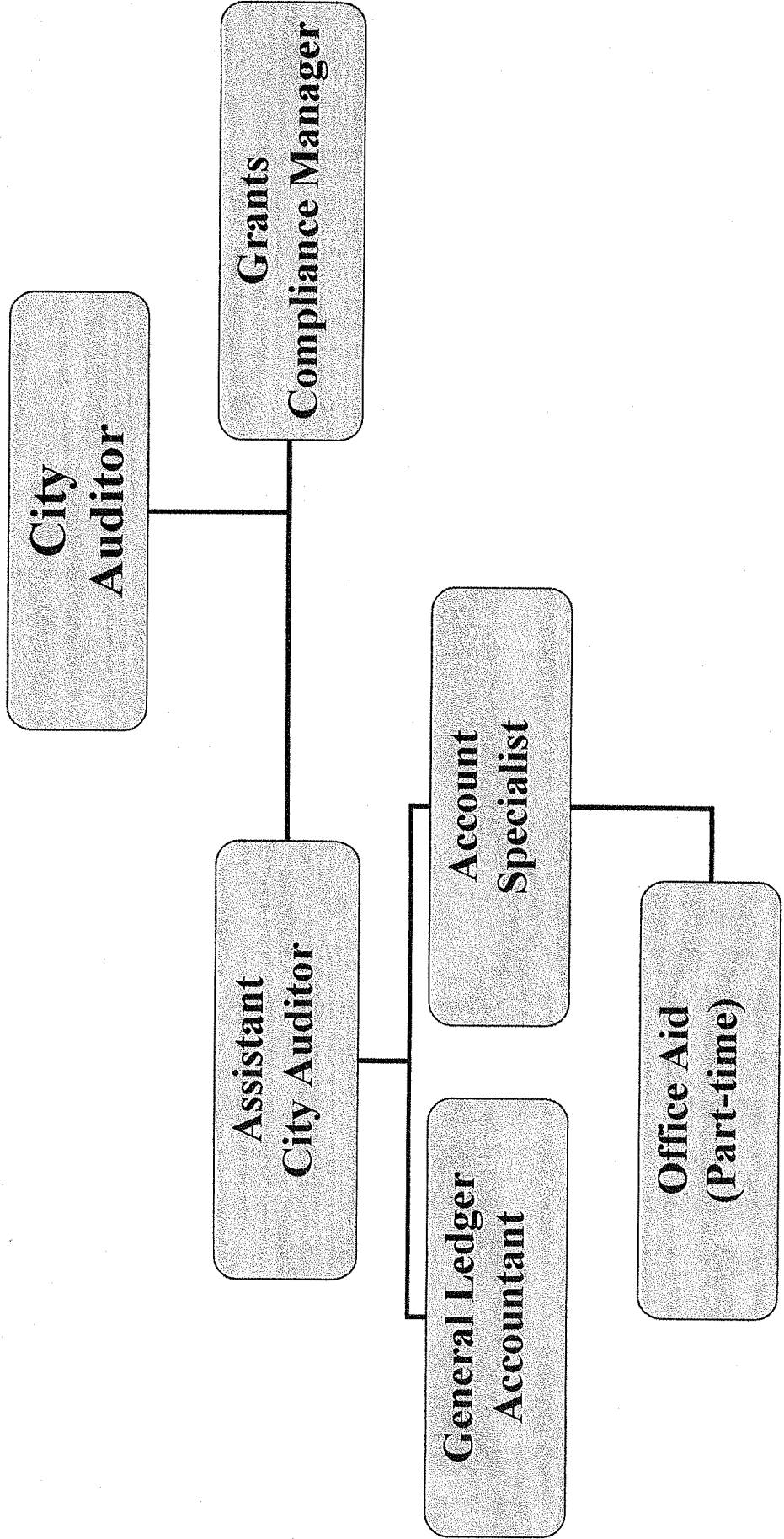
City of Gloucester Auditor's Office Pre Re-Organization Plan





Submitted to City Council
April 24, 2012

City of Gloucester Auditor's Office Re-Organization Plan



Auditor's Office									
Salary Survey Fiscal Year 2012									
City/Town	Andover	Belmont	Beverly	Chelmsford	Chelsea	Danvers	Falmouth	Franklin	Medford
Population	33,418	23,291	39,343	34,409	41,577	26,762	32,123	32,148	56,173
Square Miles	31.10	4.59	15.14	22.54	1.86	13.64	44.52	26.8	8.10
Median Income	\$ 104,820.00	\$ 95,057.00	\$ 66,486.00	\$ 82,676.00	\$ 32,130.00	\$ 70,865.00	\$ 57,422.00	\$ 81,826.00	\$ 70,102.00
Assistant City Auditor									
Minimum Annual Salary	\$ 60,349.00	\$ 56,611.00	\$ 44,720.00		\$ 54,000.00		\$ 38,181.00	\$ 46,127.00	
Maximum Annual Salary	\$ 76,831.00	\$ 79,255.00	\$ 51,264.00		\$ 63,706.00		\$ 48,302.00	\$ 62,885.00	\$ 63,725.00
General Ledger Accountant									
Minimum Annual Salary									
Maximum Annual Salary									
Account Specialist									
Minimum Annual Salary	\$ 44,378.00		\$ 42,900.00		\$ 34,000.00				
Maximum Annual Salary	\$ 56,494.00		\$ 49,244.00		\$ 40,380.00				\$ 49,318.00

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:18

Title: Assistant Auditor

Supervisor: City Auditor

Grade: M7

Civil Service: Provisional **Union:** GMAA

Responsibilities: Under the general direction of the City Auditor, the Assistant Auditor shall perform responsible duties in the maintenance of fiscal control records. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and State and Federal law. The Assistant Auditor has access to department related confidential or discretionary information.

Duties:

- ♦ Maintains general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS), with each fund containing revenue, appropriation and balance sheet accounts.
- ♦ Assist City Auditor in the preparation of the City's Annual Tax Recapitulation
- ♦ Assist City Auditor with City's Annual Financial Statement Audit
- ♦ Assist City Auditor with compiling financial and statistical information for the City's Comprehensive Annual Financial Report (CAFR)
- ♦ Review and provide guidance with the School Department's Annual End-of-Year Financial Report
- ♦ Acts as personnel back up to posts cash receipts for the Account Specialist.
- ♦ Reviews and prepares journal entries and budget adjustments to the general ledger.
- ♦ Reviews and prepares monthly closing entries and prepares month-end trial balances and reports.
- ♦ Reconciles all receivables with the Collector
- ♦ Reconciles departmental receivables with various departments
- ♦ Reconciles cash and tax title with the Treasurer
- ♦ Monitors all balance sheet, liability, fund balance, revenue and expenditure accounts with all departments during the fiscal year and at fiscal year-end.
- ♦ Prepares budget and actual journal entries for the Community Preservation Fund from City Council Certificate of vote.
- ♦ Prepares 1099 reporting in accordance with Internal Revenue Service regulations.

- ♦ Reviews all city contracts, reviews expenditures from loan order authorization from City Council vote and revenue source, through project completion
- ♦ Reviews and prepares the City's Fixed Assets Reports to be included with the City's Annual Financial Statement
- ♦ Reviews and prepares schedules for Short-term and Long-term Debt issued, paid, returned cash, rescinded and pay downs by the Treasurer
- ♦ Assists City Auditor in closing fiscal year
- ♦ Reviews and prepares year-end closing entries, encumbered monies and carryforwards, fund balances brought forward and prepares the balance sheet and Department of Revenue's reporting package for the City's yearly certification of "Free Cash"
- ♦ Reviews and maintains "Free Cash" Balance Schedule
- ♦ Reviews and prepares Schedule A Report with the guidelines set forth by the Department of Revenue.
- ♦ Reviews and coordinates year end school entries with School Department personnel.
- ♦ Performs internal audits; reviews departmental internal controls, policies and revenue source, making recommendations as needed.
- ♦ Assists with the annual updates of the Preliminary Official Statement for statistical and program data required for bond issue.
- ♦ Performs audits on group insurance payroll deductions in conjunction with Personnel Office.
- ♦ Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed.
- ♦ Performs all duties of the City Auditor in his or her absence including the approval of the weekly warrant under the provisions of Massachusetts General Laws Chapter 41, Section 49A.
- ♦ Supervises the General Ledger Accountant and Account Specialist
- ♦ May perform other duties as assigned by the City Auditor

Qualifications:

- ♦ B.A. degree in Accounting or Business Administration with coursework specific to municipal accounting and computer systems preferred.
- ♦ Minimum 4 years of previous municipal work experience, including working knowledge of Microsoft Office Suite, and advanced accounting systems; demonstrated knowledge of UMAS accounting principles and methods.
- ♦ Working knowledge of Federal and State laws relating to taxes and wages.
- ♦ Ability to maintain complex records and prepare reports from such records.
- ♦ Strong oral and written communication skills.
- ♦ Ability to assess problems and follow through to project completion.
- ♦ Ability to plan, organize and direct long-range plan and specific work projects with attention to detail.
- ♦ Ability to work well independently.
- ♦ Ability to establish and maintain effective working relationships with other employees and the public.

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA

12 APR 30 AM 8:18

Title: General Ledger Accountant

Supervisor: City Auditor

Grade: M6

Civil Service: Provisional

Union: GMAA

Supervision

Exercised: N/A

Responsibilities: The General Ledger Accountant shall prepare, review, reconcile, and enter data into the General Ledger and maintain fiscal records and systems. Focus is primarily on Grants, Chapter 90, MSBA Reimbursements, Fixed Assets, Capital Project work, and Betterment's.

Duties:

- ♦ Assists Assistant Auditor with maintaining the general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS), with each fund containing revenue, appropriation and balance sheet accounts.
- ♦ Creates Funds and accounts for Capital Project Loan Orders, City and School grants approved by the School Committee and City Council and in accordance with UMAS; additionally assigns accounts to Departments
- ♦ Creates City/School Grants and Capital Projects budgets in the general ledger to ensure efficiency of monitoring budgets by all departments. Maintains all grant and loan order documentation and monitors grant and capital projects budgets and expenditures to ensure no deficit spending.
- ♦ Reviews, approves, and prepares reports for all requisitions and purchase order revisions for all departments. Prepares requisition and purchase order revision reports for City Auditor to review.
- ♦ Reviews and records adjusting journal entries and inter-departmental reimbursements submitted by departments.
- ♦ Reviews and processes School Disbursement Warrants in accordance with established City policies, City ordinances, and State Laws and Federal regulations.
- ♦ Reviews and processes Tax Refund, Debt Service and Capital Project Warrants.
- ♦ Acts as personnel backup for City Disbursement Warrant and both Payroll Warrants for Account Specialist.
- ♦ Reconciles Chapter 90 projects between the General Ledger, Department Public Works and Massachusetts Department of Transportation
- ♦ Reviews all Massachusetts School Building Authority (MSBA) Gloucester School Projects and reconciles budgets to the general ledger; additionally prepares City reimbursement packages for submittal to MSBA.
- ♦ Assists Assistant Auditor in the preparation of the Fixed Assets schedule as prescribed by municipal fund accounting principles (UMAS) and GASB #34.
- ♦ Assists Assistant Auditor in the record keeping and maintains schedules of annual additions/disposals for each fund.
- ♦ Assists Assistant Auditor with depreciation schedules and posts entries.

- ♦ Assists Assistant Auditor with the capital project and grant accounting activity from contract approval to capitalization of the asset in the Fixed Asset Module.
- ♦ Reviews all contracts and change orders to encumber funds for governmental activities, grants, capital projects and all other projects.
- ♦ Prepares Capital Project Schedules, Project Budgets and all related short and long term debt and reconciles with general ledger.
- ♦ Acts as personnel back up for maintaining all City contracts for the Account Specialist
- ♦ Tracks and monitors expenditures from loan order authorization of the City Council vote or the other funding source through project completion and capitalization.
- ♦ Assists City Auditor in closing fiscal year.
- ♦ Assists Assistant City Auditor in the preparation of year-end closing entries, schedules, and reconciliation's.
- ♦ Assists in developing and in coordinating year end audit schedules and reports.
- ♦ Acts as personnel back up to record motions voted at City Council meetings to the Assistant City Auditor.
- ♦ Performs internal transition reviews, reviews department internal controls, policies, and funding sources, making written recommendations for policies and procedures as needed.
- ♦ Assists Assistant City Auditor with the preparation of the Schedule A Report with the guidelines set forth by the Department of Revenue.
- ♦ Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed
- ♦ Prepares journal entry for quarterly Cherry Sheet Assessments
- ♦ Acts as personnel back up to prepare requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Auditor's Office to the Account Specialist.
- ♦ Prepares requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Cultural Council.
- ♦ Assist Gloucester Cultural Council with Annual Financial Report with the guidelines set forth by the Massachusetts Cultural Council.
- ♦ Reviews all Special Revenue and Trust Funds balances and manually rolls forward all fund balances from the previous fiscal year to the next fiscal year.
- ♦ May perform other duties as assigned by the Assistant Auditor and City Auditor

Qualifications:

- ♦ B.S. degree in Accounting preferred.
- ♦ 4 years of previous municipal accounting experience or equivalent combination of education and experience.
- ♦ Thorough knowledge of municipal fund accounting theory, principles and practices, and generally accepted accounting principles.
- ♦ Knowledge of internal control procedures and bookkeeping and accounting procedures and systems.
- ♦ Working knowledge of the organization and operation of City departments.
- ♦ Working knowledge of computer applications for accounting and financial management.
- ♦ Working knowledge of Microsoft Office Suite.
- ♦ Ability to maintain complex records and prepare reports.
- ♦ Ability to carry out assigned projects to their completion.
- ♦ Ability to communicate effectively verbally and in writing.
- ♦ Ability to think work through and anticipate impediments.
- ♦ Ability to effectively coordinate and supervise the work of others.
- ♦ Ability to operate a keyboard and calculator at efficient speed and to sit at a computer for long periods of time.

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:18

Title: Account Specialist

Department : Auditor's

Supervisor: City Auditor

Grade: 8A

Civil Service: Provisional

Union: AFSCME - B

Supervision Exercised:

May supervise a group of employees including Account Clerks, Senior Account Clerks, summer seasonal employees and other clerical personnel involved in the maintenance of all types of financial and fiscal accounts.

Responsibilities:

In addition to performing specialized account work of more than ordinary difficulty relating to more complex phases of accounts maintenance work, instructs all departments on Financial System software functions, procedures and methods of obtaining the account information needed to perform their duties in their departments and advises them on solutions to resolve unusual problems. Maintains an effective working relationship with other departments and employees.

Duties:

- Audits both City and School payroll for availability of funds in each department's accounts; reconciles discrepancies with payroll supervisor, department head or their designee.
- Responsible for Accounts Payable; audits availability of funds in each City department's ordinary budgeted and grant accounts for correct account and correct purchase order charge orders; processes remittances and creates check hold list for the Treasurer's office.
- Resolves all issues that pertain to the City invoice warrant. Creates any non-check warrant needed for wired funds; writes, creates and runs general ledger reports to verify the availability of funds in City Account and funds available in the school function codes. Creates and processes emergency and special warrants needed by various departments.
- Serves as office manager; fills out PAF forms, orders supplies, inputs Auditor's office payroll into the payroll system; keeps office calendar and absentee calendars; creates written office procedures for invoice warrants, maintains file of payroll and vendor signature authority, keeps file of requests for carryover vacation time for all city departments; creates Auditor's office requisitions and invoices.
- Prepares Gloucester's Non-Contributory Retiree's State Reporting with the guidelines set forth by the Massachusetts State Retirement Board.
- Prepares a warrant to pay Gloucester's Non-Contributory Retirees.
- Acts as personnel backup for recording City ordinary budget transfers

- Manages the sign in and sign out contract book for the Auditor's Office; City/School contract tracking system
- Handles and resolves inquiries, requests, telephone calls, emails and questions from all department's employees and visitors to the office.
- Prepares year-end memo dates schedule, written step-by-step directions and verbal instructions regarding the year-end process to all managers and/or invoice and purchase order processors for each City and School department.
- Instructs each department how to run the year end crystal report to view their purchase orders that will carry over. Audits and recalculates year end carryover purchase order balances for correctness of funds and form. Prepares spreadsheets of all departments regarding the funds they use and the available amounts to rollover to new year. Contacts all financially involved employees with year end dates and instructions to finish out the year, rollover their purchase orders and open the new year.
- Researches and creates financial reports of the overdrawn accounts, account aging report and other information requested by the City Council Budget and Finances Committee as assigned by the City Auditor; checks validity of dollar amount on contracts, requisitions, requisition modifications and purchase orders. Enters purchase orders and invoices for departments that do not have access to the General Ledger. Assists in finding financial information needed by the outside Auditors.
- Supervises part time Office Aide and instructs her/him in proper procedure of the filing system and General Ledger accounts for quick and accurate availability of all invoices, purchase orders and contracts. Instruct the Office Aide as to her/his part in the year end procedures.
- In the absence of the Assistant Auditor or General Ledger Accountant fills in to pull over from Revenue Sense the refunds and creates a warrant to pay.
- Posts Revenue Sense deposits to the general ledger and investigates any discrepancies
- May perform other duties as assigned by the Assistant Auditor and City Auditor

Qualifications:

- High school graduate with advanced course work in accounting systems. Associates Degree preferred.
- A minimum of five years previous responsible work experience in account maintenance.
- Demonstrated computer proficiency in data retention, Excel spreadsheets and Microsoft Office
- Experience with accounts payable, auditing payrolls and office management.
- Demonstrated ability to interact positively with all levels of personnel in City government.

CITY OF GLOUCESTER

CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:18

CITY OF GLOUCESTER
Job Description

Title: Grants Compliance Manager

Supervisor: City Auditor

Grade: M7

Civil Service: Provisional **Union:** GMAA

Responsibilities: Under the general direction of the City Auditor, the Grants Compliance Manager shall perform responsible duties in Federal and State grant compliance in accordance with OMB Circular A-133 and State grant requirements. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and Federal and State law.

Duties:

- ♦ • Monitors compliance with grant terms and conditions of applicable federal, state and local rules and regulations.
- ♦ • Assess internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal and State programs. Notes any potential material weakness and significant deficiency.
- ♦ • Coordinates with appropriate City/School department staff to develop and submit completed applications for federal and state entitlements and continuation grants
- ♦ • Coordinate with appropriate City/School department staff to ensure awarded grants have been accepted by City Council or School Committee with the requirements set forth by the City's Grant Checklist
- ♦ • Depending on the nature of the grant, coordinates review sessions with appropriate City/School department managers regarding the purpose, scope and budget for each grant to ensure its consistency with the goals and objectives of the City/School department. Initiates meetings with City/School staff charged with implementing grant proposals to ensure that the grant is successfully completed and funds are expended as intended by the grant application and award.
- ♦ • Perform payroll, vendor and other types of testing as necessary
- ♦ • Works with the City Auditor's Office and external auditors to facilitate the completion of annual audits and other financial or programmatic reviews.
- ♦ • Works with City/School departments to resolve findings from the Federal Grant Report issued by the external auditors.

- ♦ • Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed.
- ♦ • Review purchase order requisitions, invoices, general ledger detail and time sheets charged to grant accounts to ensure compliance with grant requirements and budgets, purchasing procedures and other applicable policies and procedures. Coordinates with the City/School department personnel office, City Auditor's Office and the School department business office to ensure proper accounting of grant related expenditures.
- ♦ • Makes recommendations to City/School department staff to ensure compliance of applicable federal, state and local rules and regulations.
- ♦ • Assists City/School department staffs to implement grant policies and procedures.
- ♦ • May be assigned to represent the City Auditor's Office on various boards or committees.
- ♦ • Establish a Federal indirect cost rate factor to be applied to federal grants for indirect costs. Rate is subject to approval of the Federal Agency.
- ♦ • May perform other duties as assigned by the City Auditor

Qualifications:

- ♦ • B.A. degree in Accounting or Business Administration with coursework specific to municipal accounting and computer systems preferred.
- ♦ • Minimum 4 years of previous municipal work experience, including working knowledge of Microsoft Office Suite, and advanced accounting systems; demonstrated knowledge of UMAS accounting principles and methods.
- ♦ • Working knowledge of Federal and State laws relating to OMB Circular A-133 & A-87 and State grant requirements
- ♦ • Ability to maintain complex records and prepare reports from such records.
- ♦ • Strong oral and written communication skills.
- ♦ • Ability to assess problems and follow through to project completion.
- ♦ • Ability to plan, organize and direct long-range plan and specific work projects with attention to detail.
- ♦ • Ability to work well independently.
- ♦ • Ability to establish and maintain effective working relationships with other employees and the public.